

EDWARD INGERSOLL BROWNE FUND

The City of Boston's Trust Division is currently accepting applications for grants from the Edward Ingersoll Browne Fund. The deadline for applications is March 15.

The Browne Fund was created under a will from attorney Edward Ingersoll Browne in 1892. The testament of Mr. Browne indicated that a third of his estate would be used for the “*adornment and benefit of (Boston) by the erection of statues, monuments, fountains for men and beasts and for the ornament of its streets, ways, squares and parks in such manner as will promote the pleasure, comfort, education, patriotism and good taste of its citizens.*”

1. APPLICANT INFORMATION

Applicant Organization Name

Applicant Organization Address

Applicant Organization Phone Number

Applicant Organization Email

2. CONTACT PERSON

Applicant Contact Person's Name (please select one person to be the Browne Fund's Point of Contact)

Contact Person's Address (if different from above)

Contact Person's Phone (if different from above) Contact Person's Email (if different from above)

3. PROJECT INFORMATION

Name of proposed project _____

Site of Proposed Project _____

Address of Proposed Project _____

Owner of Proposed Site _____

Owner's address _____

What type of support are you requesting? (check one) DESIGN CONSTRUCTION

4. REVIEWS AND APPROVALS

Projects within the City of Boston are subject to laws, codes and regulations. In addition to getting the approval of the property owner, applicants are responsible for securing all necessary approvals for projects.

For example, any proposal to the Browne Fund which includes an art component on City property must first be reviewed by the City's Art Commission which has legal responsibility to approve or disapprove of any work of art proposed for acquisition by the City of Boston. A proposal located in a historic district or a designated Boston Landmark must be reviewed and approved by the appropriate preservation commission.

Note: Approval from one city department or commission does not mean that the project as a whole has been approved. In some cases the applicant will need to work with several departments. This work should be accounted for in the project budget.

I have read the section above and understand the project will need to comply with all relevant laws and regulations.

**Applicant's Signature
for Item 4 Reviews and Approvals**

5. SITE CONTROL

Does the applicant own the site and/or have legal control of the site? (check one) YES NO

6. AGREEMENT WITH PROPERTY OWNER (IF APPLICABLE)

Edward Ingersoll Browne Fund can only award grants to entities with the authority to execute the proposed project. If you are proposing to work on a site you don't own, please provide a copy of the written approval for the work from the property's owner. Approval Attached

7. BUDGET

Total Estimated Cost of Project _____ Total Grant Request _____

Design grants are typically less than \$60,000. Construction grants are typically less than \$160,000. The Browne Fund may award less than the requested amount.

Please attach a description of the budget that addresses the following items: (Limit 2 pages)

- Detailed Cost Estimate
- If the grant amount is less than the total project cost, what other funds have been secured for the project?
- If other funds have not been secured for the project, what steps have been taken to raise the funds?

Note: The Browne Fund will not release funds until the total amount required to complete the scope of work described in the grant application has been secured.

8. PROJECT DESCRIPTION

Please provide a brief description of the project:

Please attach a description of the project. Your response should tell us more about the project and address its role in the community. Please respond to the following questions: (Limit 3 pages)

- How will the project transform the space?
- How many people will benefit if the project moves forward?
- Will the project build on other neighborhood improvements? Or will the project be the first of its kind in the area?
- Is the site on a public way (like a sidewalk, traffic island or similar area) or in a public space? (like a park, square, library property or public schoolyard)
- If the site is not publicly owned, is it freely accessible to the general public? Will everyone be able to see and enjoy the improvements?
- Browne Fund construction projects require that the grant recipient enter into a long term maintenance agreement for the funded improvement. Is your organization willing and able to enter into such an agreement?
- What is your organization's experience maintaining improvements like those described in the grant application?

Additional Information:

- If you have letters of support from the project's neighbors, community organization, elected officials, or others please provide them to the Browne Fund.
- If you would like to include photos, renderings or plans, please provide electronically if possible. If it is not possible to provide copies electronically, please attach copies that are no larger than 11 x 17 inches.

9. CERTIFICATION OF ACCEPTANCE OF REQUIREMENT OF FUNDING

To the Commissioners of the Browne Fund Commission: We certify that we have read and understand fully the requirements for consideration of funding for the Browne Fund. We certify that we are authorized to accept the conditions that are attached to receiving and utilizing these monies. We certify that we accept these conditions fully.

Applicant Signature

Date

CHECKLIST

Please use the list below to ensure your application is complete. The Browne Fund cannot accept incomplete applications.

- Applicant Information
- Contact Person's Information
- Project Information
 - Did I check the box to indicate if the application is for a design grant or a construction grant?
- Reviews and Approvals
 - Did I read this section and sign where it says "applicant signature?"
- Site Control
 - Did I check the box to indicate if my organization owns the project site?
- Agreement with Property Owner
 - If we don't own the site, have I enclosed the property owner's approval?
- Budget
 - Did I attach the Budget?
- Project Description
 - Did I attach the Project Description and respond to the questions?
 - Did I attach Letters of Support? *(not required)*
 - Did I attach any additional information? *(not required)*
- Certification – Did I sign and date the application?